



## PROCEDURES OF OPENING A DAY CARE

1. Apply for a day care license from state agency:  
Texas Department of Family and Protective Services  
Contact Carol McGinnis  
108 Commercial Circle  
Conroe, TX 77304  
936-538-1230  
Minimum Standards for Day Cares [www.dfps.state.tx.us](http://www.dfps.state.tx.us)
2. Contact City of Huntsville Building Official, Mike Roempke at 936-294-5772 for the following:
  - Building and Fire Code Requirements
  - Zoning
  - Parking
  - Landscaping
3. Contact City of Huntsville Fire Chief, Tom Grisham at 936-291-5941 for the following:
  - Fire Regulations
  - Safety Inspection
4. Contact a City of Huntsville Health Inspector, Deven Merchant at 936-294-5711 or Kristy Avritt at 936-294-5771 for the following:
  - Pre-Opening inspection (\$60.00 fee)
  - Final Inspection for approval to open
  - Certificate of Health Permit (# of employees fee schedule)
  - Type of Food Production (full service of snacks only)
  - Certified Food Manager and Food Handler Card requirements
  - Texas Food Establishment Rules [www.dshs.state.tx.us/foodestablishments](http://www.dshs.state.tx.us/foodestablishments)

After pre-opening and final inspections, Health Inspections will approve an application to obtain a Permit for the owner of the day care. This shall be taken to the City of Huntsville Service Center, 448 State Hwy. 75 north to obtain a permit before opening for business. Permits must be posted in public view. Health Inspections are announced and unannounced on a bi-annual basis. The day care owner is responsible for providing the state licensing agency copies of all health inspections and/or permits.

